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Weekly Report for Week Ending 20 October 1959  
from  
Forms Management Branch

1. Contributionsa. Tangible

- (1) Completed 14 actions requiring the printing of 258,100 copies of forms.
- (2) Three revised forms were approved.

b. Intangible

- (1) Presented the Forms Management Orientation Seminar to Records Management Staff members as a dry run preliminary to the ARO Meeting [ ] next month.

25X1

2. Assignmentsa. Active

- (1) Forms Analysis Projects

25X1

	<u>New</u>	<u>Revised</u>	<u>Total</u>
[ ]	0	2	2
	0	3	3
	4	4	8
	1	1	2
	3	3	6
<b>TOTALS</b>	<b>8</b>	<b>13</b>	<b>21</b>

- (2) Employee Suggestions

Analyst

25X1

25X1

- (3) Teletype Dissemination Information Reports and Systems [ ]

- (4) Revision of Dispatch Forms [ ]

25X1

25X1

[ ] assured complete cooperation in the DD/P Area in any study we feel necessary. This is in effect 'carte blanche' entry. Accordingly, we have agreed to revise the forms and to recommend appropriate policy on the dispatch system to him, [ ] and the C. S. Records Committee. [ ] will handle the directorates.

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- (5) Improved Management of Stocked Forms [ ]

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Forms Management Branch has reviewed and approved the newly revised Forms Section of the Supply Catalog. [ ]

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Cataloging SD/OL sent them to the printer last week. They will be out by 1 November. All changes have been made so that they now generally conform with our machine run indexes. Our punch card data is also being used by cataloging as the prime sources of information for the catalog. Changes will be out monthly.

## (6) Uniform Information Report [redacted]

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A committee meeting of WGIR was held October 15th to discuss the new Army report form and to intensify efforts in other Agencies toward developing a common format. See attached copies of minutes and the Armyform.

## (7) Revision of Courier Receipt and Log Record [redacted]

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## (8) Expediting Printing of Information Reports [redacted]

## (9) Improvement of Quality of Information Reports Production

## (10) Revision of Security Officer Check List - Security Check Sheet Holder [redacted]

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[redacted] of TSS have been contacted for technical information on the vinyl, polyethylene and magnetic features of holder. They will prepare the technical specifications. This proposal to change size of form and holder have been approved [redacted] of the New Building Planning Staff.

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## (11) "A" Forms Improvement Workshop [redacted] - now renamed the "Forms Management Orientation Seminar."

25X1

Script has been completed except for statistical data on Agency forms and their costs which is now being developed by [redacted]. Changes recommended by Records Management Staff members at the dry run last Friday will be included.

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## (12) Revision of Form 30 - "Request for Approval of Form" [redacted]

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Revision is being coordinated in Forms Management Branch.

## (13) Pseudo-Crypto Request Form [redacted]

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## (14) Joint CS-JCS War Plan Form [redacted]

## (15) Annual Motor Vehicle Operating and Maintenance Record Form [redacted]

25X1

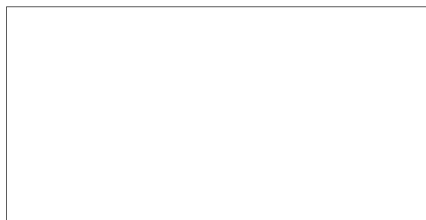
LO returned approved draft after holding three years. Time lag was due to delay in issuance of governing regulation.

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3. News

- (1) Seventy-two percent of quota for United Givers Fund has been received from 46% of the personnel of Management Staff [ ] 25X1
- 25X1 (2) Misses [ ] attended the IRAC Meeting on Friday.
- 25X1 (3) Figures were furnished [ ] for graphs on fiscal year 25X1  
production of forms. [ ]



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